

T-standard⁺ T-標準⁺

T-standard⁺ Online Course User Guide

「T-標準⁺」網上課程學員手冊



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Course Contents 課程內容	
Chapter 章節	Sub-section 小節
Prologue: Understanding T-standard+ 序章: 認識「T-標準+」 (15 minutes 分鐘)	
Chapter 1: Caring Cultivators 第一章: 關愛學生的育才者 (60 minutes 分鐘)	1.1 What makes a ‘Caring Cultivator’? 何謂「關愛學生的育才者」? 1.2 Facilitating students’ whole-person development; Nurturing positive values 幫助學生全人發展；樹立正面價值觀 1.3 Setting a good example of exemplary conduct; Working hand in hand with students to face challenges 以身作則展現良好品德；結伴同行幫助學生面對挑戰 1.4 Creating a conducive environment that enhances learning motivation; Stretching students’ potential 締造環境引發學生學習動機；拓展學生潛能
Chapter 2: Inspirational Co-constructors 第二章: 啟發學生的共建者 (45 minutes 分鐘)	2.1 What makes an ‘Inspirational Co-creator’? 何謂「啟發學生的共建者」? 2.2 Nurturing students’ change agility for tomorrow 培養學生靈活應對未來的轉變 2.3 How to practise the role of ‘Inspirational Co-creator’ 如何實踐「啟發學生的共建者」的角色?
Chapter 3: Committed Role Models 第三章: 敬業樂群的典範 (30 minutes 分鐘)	3.1 What makes a ‘Committed Role Model’? 何謂「敬業樂群的典範」? 3.2 Passion for continuous learning and excellence 持續學習 追求卓越 3.3 Nurturing students through collaboration with stakeholders 了解社會、學校及家長的要求及需要，共同協作培育學生
Chapter 4: Aspiration for Self-advancement through Self-reflection 第四章: 反思求進以達自我完善的精神 (30 minutes 分鐘)	4.1 Aspiration for Self-advancement through Self-reflection 反思求進 4.2 Suggestions for newly-joined teachers 給新入職教師的建議 4.3 Using the ‘Self-Reflection Tool’ 使用「自我檢視工具」



Course Information 課程資訊

Course website: 課程網址：	https://pdonline.edb.gov.hk
Course start date and time: 開始日期及時間：	00:00 (midnight) of 1 st day of designated course period 指定課程日期之首天00:00 (午夜)
Course end date and time: 結束日期及時間：	23:59 (night) of last day of designated course period 指定課程日期之最後一天23:59 (晚上)
Log-in procedure: 登入方法：	Log in with the username and password of your Common Log-On (CLO) system account 以統一登入系統(CLO) 用戶名稱和密碼登入網上學習系統

Points to Note 學員須知

1. You can complete this self-learning course within the above specified period according to your own schedule. You are required to follow the instructions to complete the course, including viewing the course content and finishing the learning activities of each chapter. To obtain Continuing Professional Development (CPD) hours, you are required to **complete the entire course and the course evaluation form** within the course period.
參加者可因應個人的工餘時間於上述課程舉辦期間完成此自學課程。參加者須按課程指示，閱覽所有內容**完成學習活動及填寫意見調查表**，以獲得持續專業發展時數。
2. You should only exit the course after finishing a chapter and refrain from closing the browser midway to avoid loss of learning progress. You will be required to visit a link in a new pop-up window in some chapters. Please ensure the main window is not accidentally closed.
為免丟失修讀進度，參加者切勿中途關閉使用中的視窗，而應在完成整個章節後才離開課程。個別章節在參加者點選連結後會彈出新視窗，參加者切勿誤關原視窗。
3. You should ensure a stable network connection to your electronic device for smooth operation of the Learning Management System.
參加者應確保電子器材連接的網絡穩定，讓學習管理系統暢順運作。
4. You should register for the course according to your own work schedule. **Any application for extension will NOT be considered.** If you are unable to finish the course within the course period, please enrol again.
參加者應因應個人的教學工作安排報讀本課程，**任何延期修讀的申請均不獲考慮**。如未能於指定的課程期間完成本課程，須重新報讀。



User Procedures Manual 用戶指南

Step 1: Go to the login page of the Learning Management System (LMS) (<https://pdonline.edb.gov.hk/>). Click “Sign In” at the bottom left-hand corner.

步驟 1: 進入學習管理系統(<https://pdonline.edb.gov.hk/>)。點擊左下角的「Sign In」圖示。

教育局
Education Bureau

Welcome to Core Training Programme for Newly-joined Teachers (I) - T-standard+ online course

歡迎來到新入職教師核心培訓課程(一) - 「T-標準+」網上課程

Sign In

Sign-in using Common Log-On(CLO) system account and password.
請用統一登入系統(CLO)用戶名稱和密碼登入

Core Training Programme for Newly-joined Teachers (I)
T-standard+ online course

This online course aims to help newly-joined teachers deepen their understanding of the “T-standard” and their professional roles, and demonstrate professional conduct and values.

新入職教師核心培訓課程(一)

「T-標準+」網上課程

此網上課程旨在協助新入職教師加深對「T-標準+」的理解，掌握其專業角色，展現專業操守和價值觀。



Step 2: Sign in using the Common Log-On (CLO) system account and password.

步驟 2: 以統一登入系統(CLO)用戶名稱和密碼登入。



教育局
Education Bureau

Common Log-On System
統一登入系統 (CLO)

Username/用戶名稱

Password/密碼

Logon / 登入

FAQs/常見問題

Forgot Username/Password
忘記用戶名稱/密碼



智方便登入

Login with IAM Smart

More Info / 了解更多

Self Register/自助註冊

Click [here](#) to register a new e-Services Portal School Account/
[按此註冊新的電子化服務入門網站學校戶口](#)

EDB application systems contain sensitive personal information which should be handled with care. Suggested preventive measures are as follows:

- Avoid logging on system using public/shared computers or through unsecured networks.
- After logging on, do not leave the computer unattended without proper security measures.
- **Log out after used and close all browsers immediately so that others cannot gain unauthorized access.**

教育局應用系統存有敏感的個人資料，必須小心處理。建議預防措施如下：

- 請勿使用公共 / 共用電腦或透過不可靠的網絡登入。
- 登入後，請勿在沒有合適保安措施下離開你的電腦。
- 使用後立即登出並關閉所有瀏覽器，以防止其他人士非法登入。



Schools may click [here](#) for details of using CLO, including logging on, delegating school user to be school representative and registering a CLO User account, etc.
學校可[按此](#)瀏覽有關「統一登入系統」的操作說明，包括戶口登入、委任學校代表和自行登記戶口等。

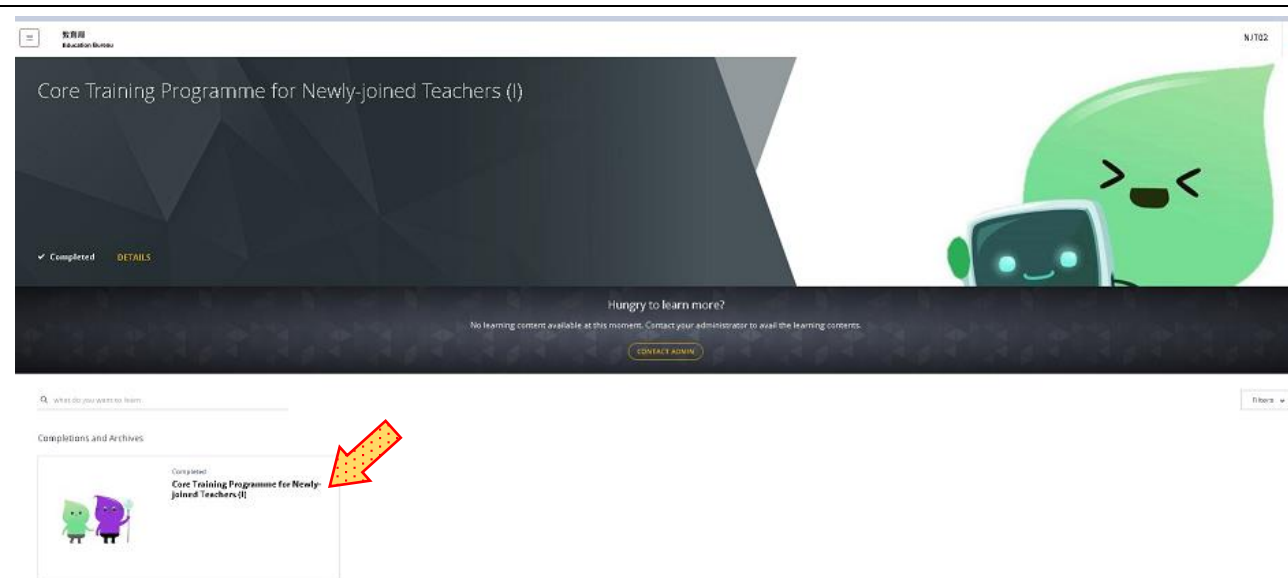
You are reminded to comply with the Personal Data (Privacy) Ordinance in handling personal data. For details, please visit the website of the Office of the Privacy Commissioner for Personal Data at <https://www.pcpd.org.hk>.
請注意，處理個人資料時應遵守《個人資料（私隱）條例》的規定。有關詳情可瀏覽個人資料私隱專員公署網站：<https://www.pcpd.org.hk>

Statement of Privacy Policies and Practices | Personal Information Collection Statement | Security Guidelines | EDB Home
私隱政策及實務聲明 | 個人資料收集聲明 | 安全指引 | 教育局網站



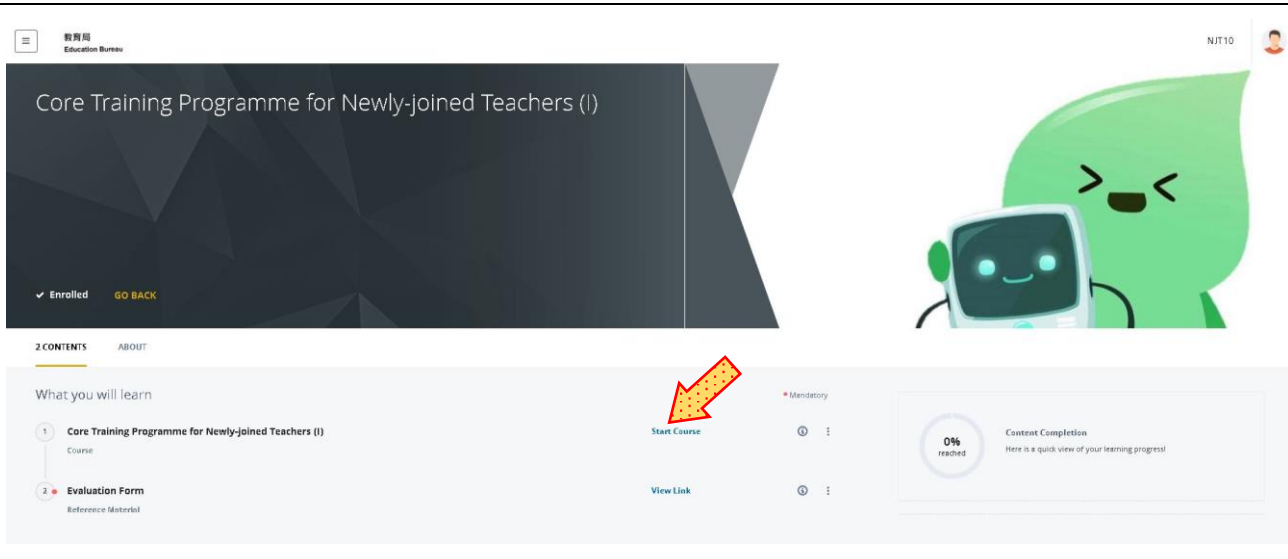
Step 3: Click the course “Core Training Programme for Newly-joined Teachers (I)”.

步驟 3: 點擊課程「Core Training Programme for Newly-joined Teachers (I)」。



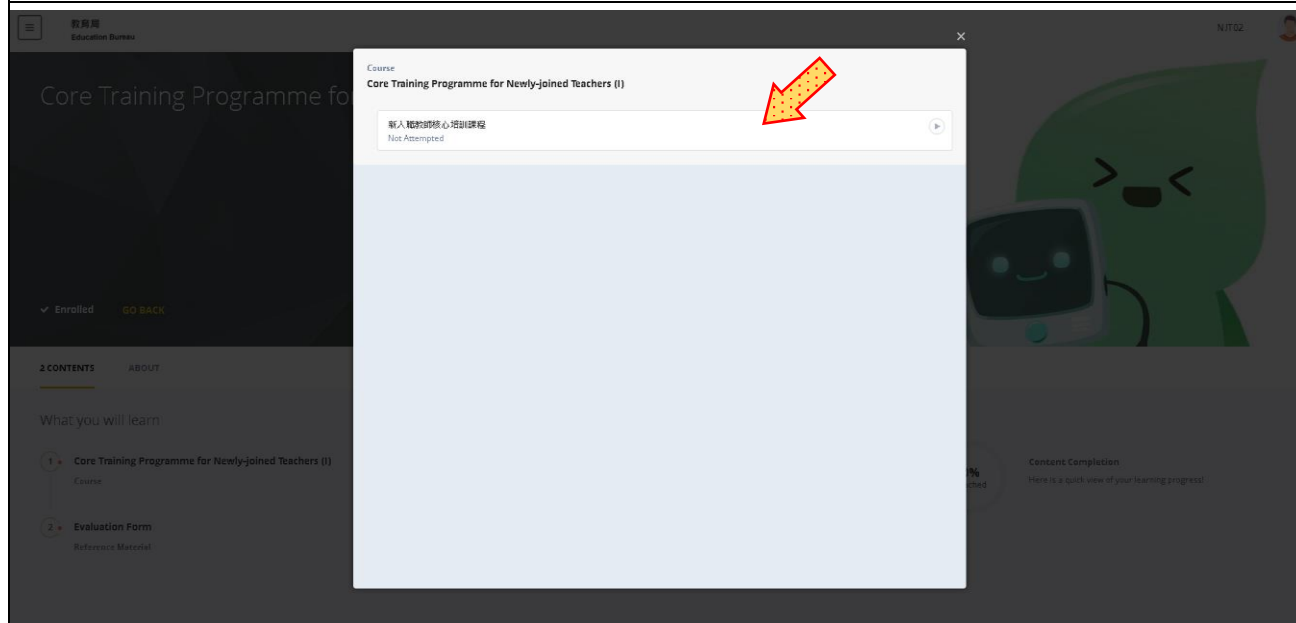
Step 4: Click “Start Course”.

步驟 4: 點擊「Start Course/開始課程」。



Step 5: Click the course name to enter the course. The system will direct you to the course.

步驟 5: 點擊課程名稱以進入課程。點擊後系統會進入課程。



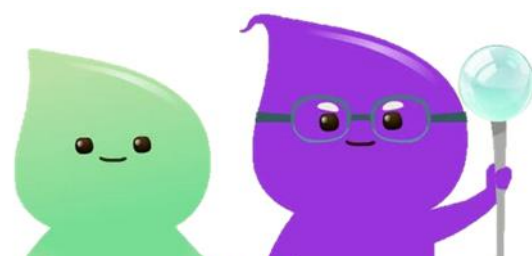
Step 6: Start the course by selecting your preferred language (“中文” (Chinese) or “ENGLISH”).

步驟 6: 選擇語言(「中文」或“ENGLISH”)以開始修讀課程。



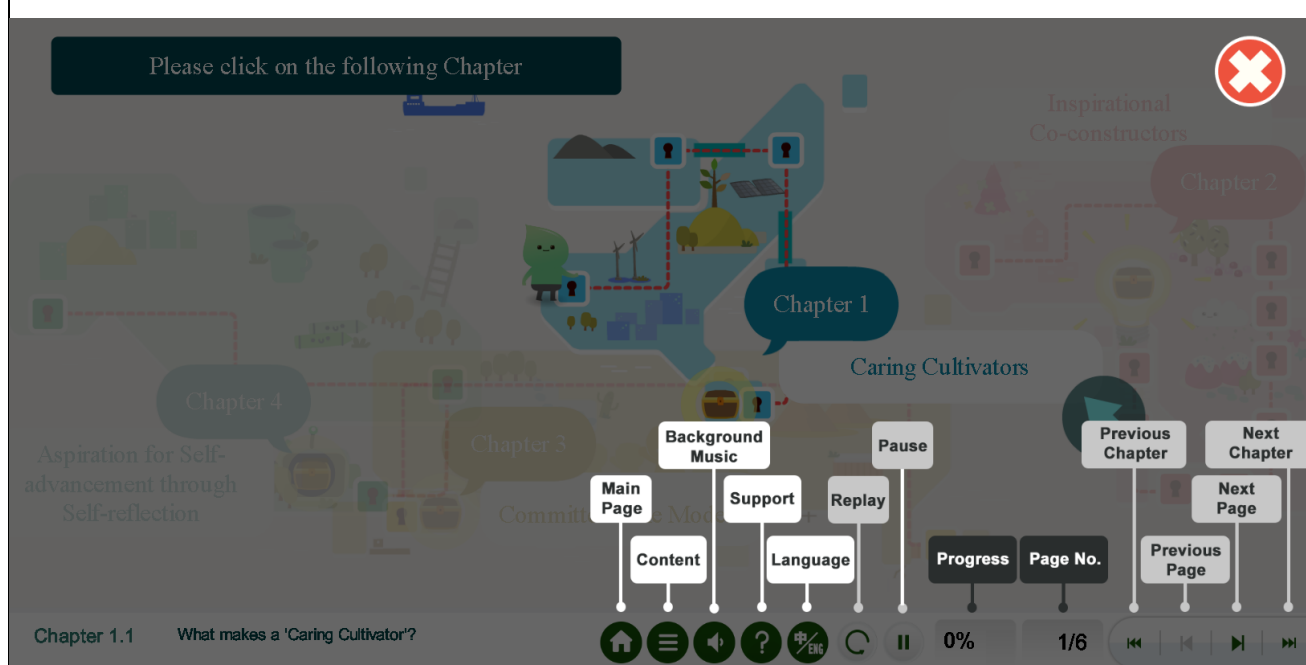
Step 7: You should only exit the course after finishing a chapter and refrain from closing the browser midway to avoid loss of learning progress. Furthermore, you should first click the “x” close button located at the top right-hand corner of LMS window before closing the web browser to ensure proper saving of learning progress.

步驟 7: 為免丟失修讀進度，參加者切勿中途關閉使用中的視窗，應在完成整個章節後才離開課程，並於關閉瀏覽器前，先按學習管理系統視窗右上角的關閉按鈕「x」，以妥善儲存學習進度。



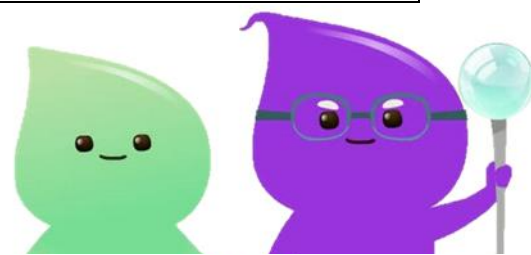
Step 8: The following illustration summarises the functions of icons in the toolbar.

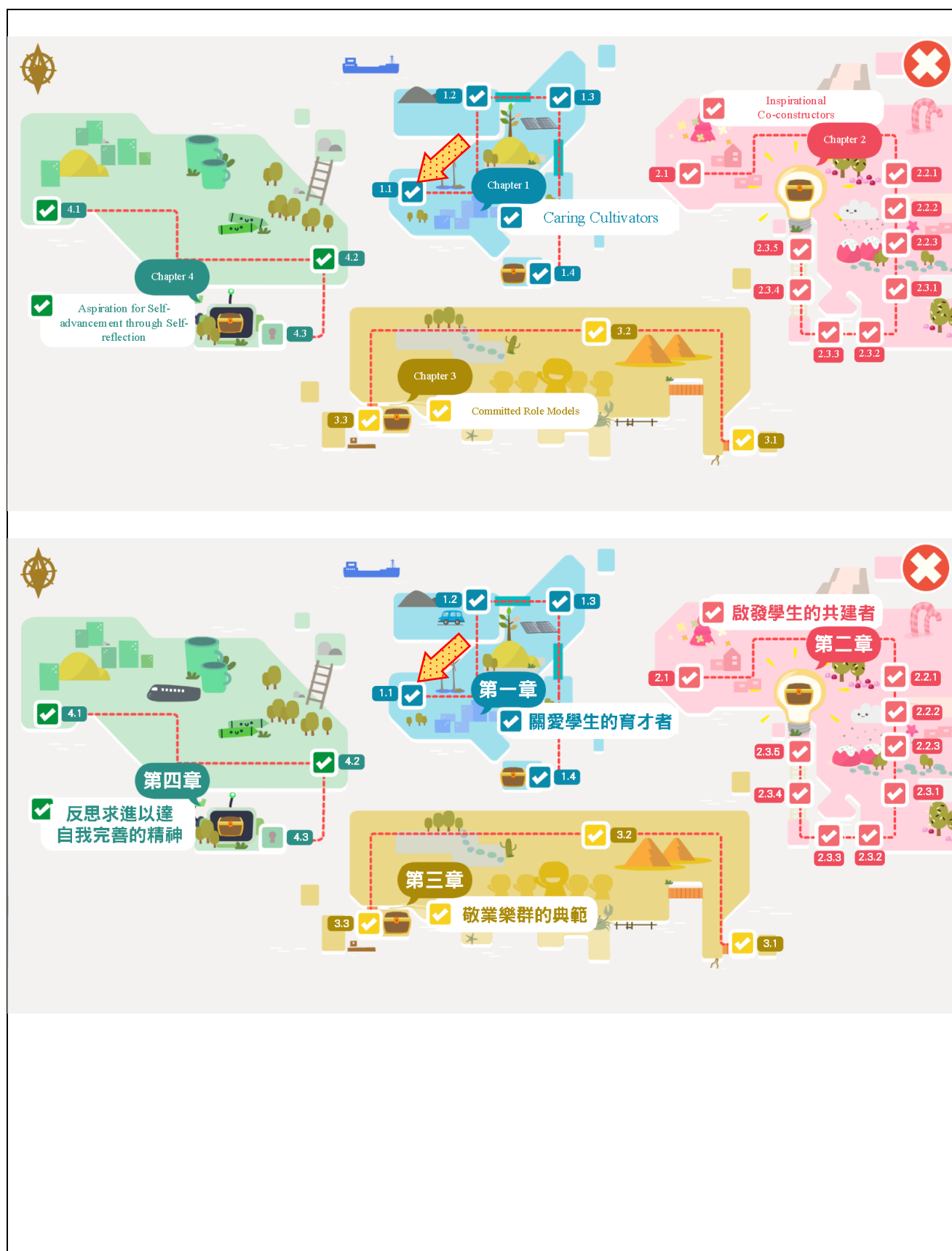
步驟 8: 下圖為工具欄中圖示的功能簡述。



Step 9: You can check your progress at any time by clicking the “Content Page” icon in the toolbar. On the progress map, a “tick” icon will be shown for completed chapters.

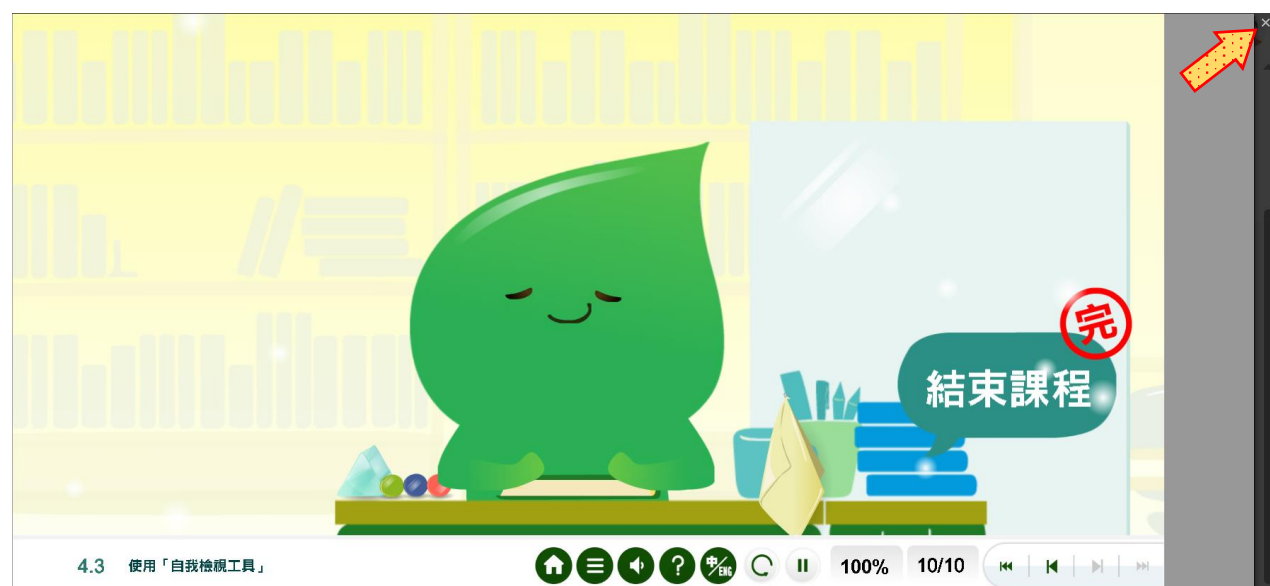
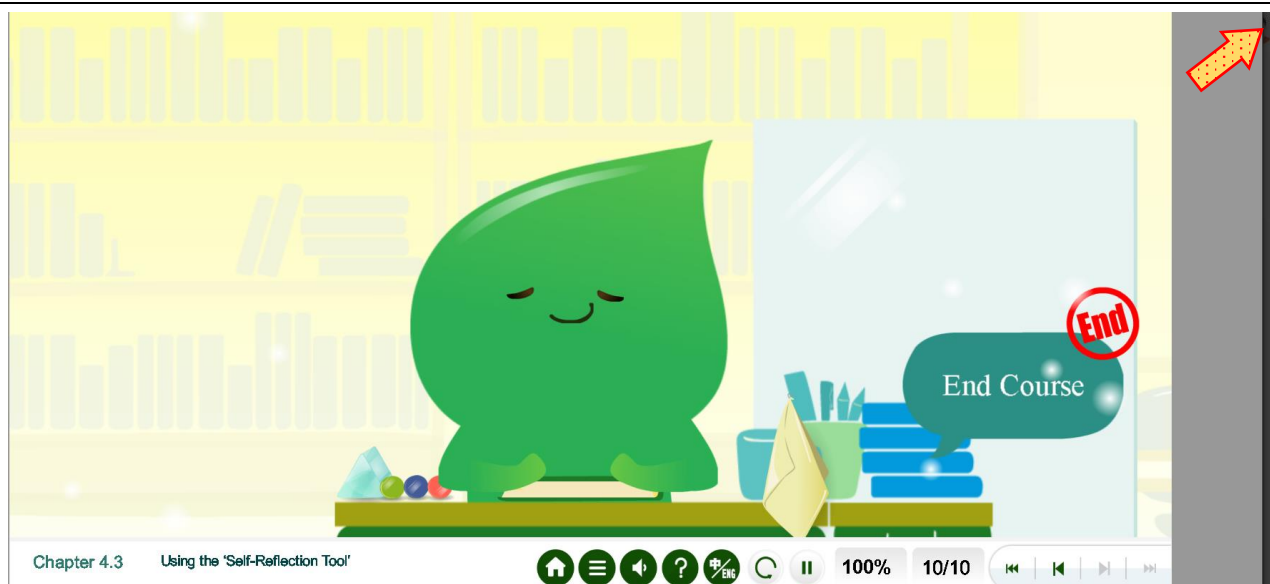
步驟 9: 你可隨時點擊工具欄中的「目錄」圖示以查看修讀進度。關卡如呈現「剔號」，即表示有關章節已完成。





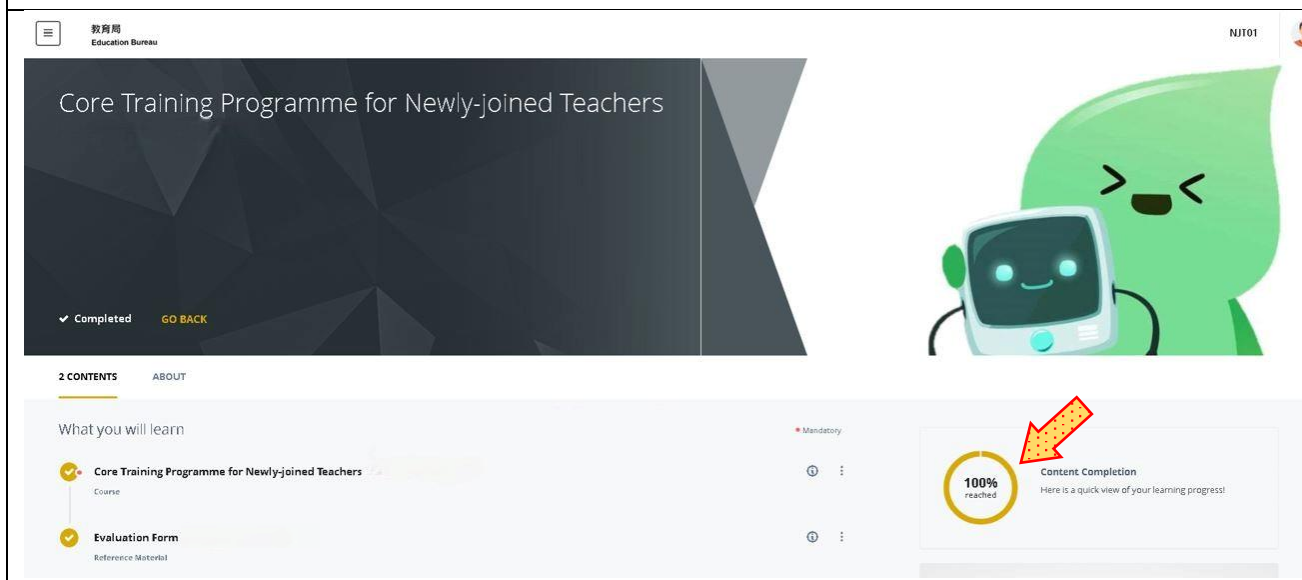
Step 10: You will see the word “End of Course” when you finish the last chapter. To exit the course properly, please click the “x” close button at the top right-hand corner of LMS window and you will be redirected to LMS dashboard.

步驟 10: 當你完成最後一個章節，畫面會出現「結束課程」字樣。請按位於學習管理系統視窗右上角的關閉按鈕「x」，以離開課程及回到學習管理系統頁面。



Step 11: “100% reached” will be shown next to “Content Completion” when the course is completed. For those who are unable to reach 100% of “Content Completion” within the specified period, no CPD hours will be awarded and re-enrolment is required.

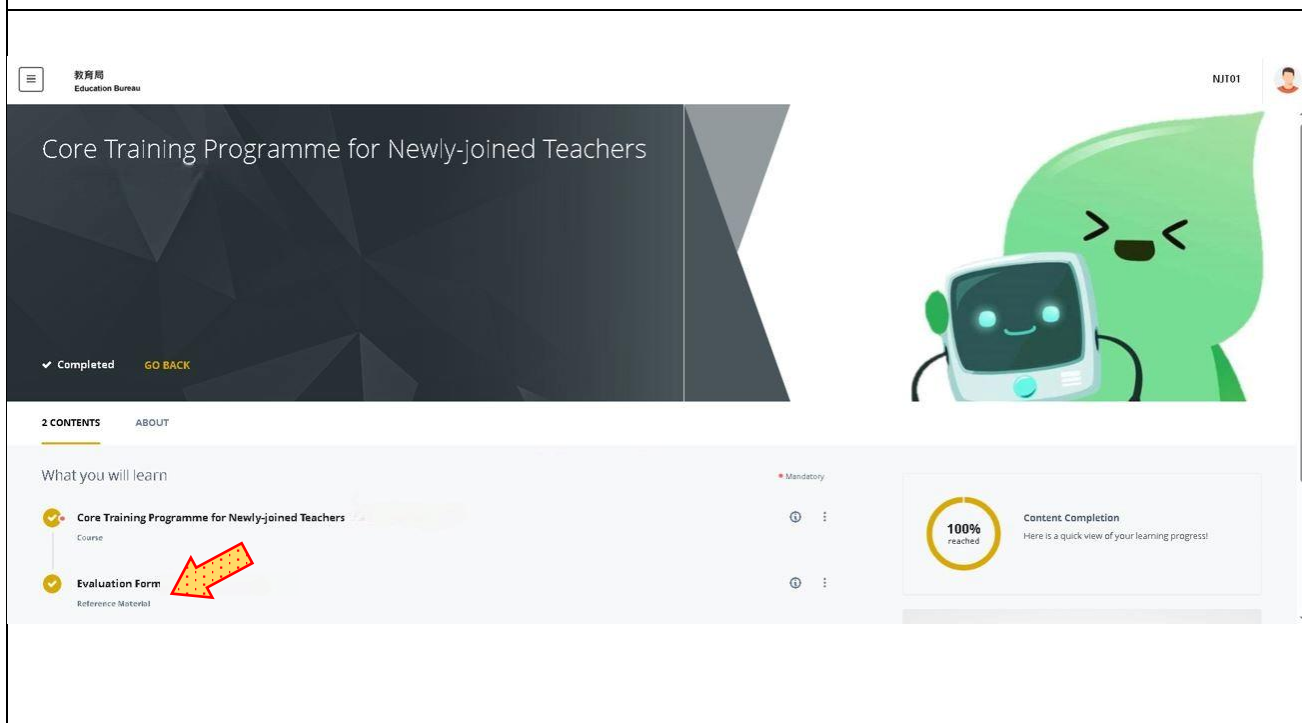
步驟 11: 完成課程後，學習進度即呈現為100%。於指定日期內學習進度未達100%者，將不獲得任何持續專業發展時數，必須重新報讀。



The screenshot displays the course interface for the 'Core Training Programme for Newly-joined Teachers'. At the top, the 'Education Bureau' logo and 'NJ101' user ID are visible. The main header area shows the course title and a 'Completed' status with a 'GO BACK' button. Below this, the '2 CONTENTS' section lists the course components: 'Core Training Programme for Newly-joined Teachers' (Course) and 'Evaluation Form' (Reference Material). A progress bar indicates '100% reached' for 'Content Completion', with a red arrow pointing to the '100% reached' label. The text 'Content Completion' and 'Here is a quick view of your learning progress!' are also visible.

Step 12: Upon course completion, Click “View Link” to access the course evaluation form.

步驟 12: 完成課程後，點擊「查看連結/ View Link」以進入意見調查表。

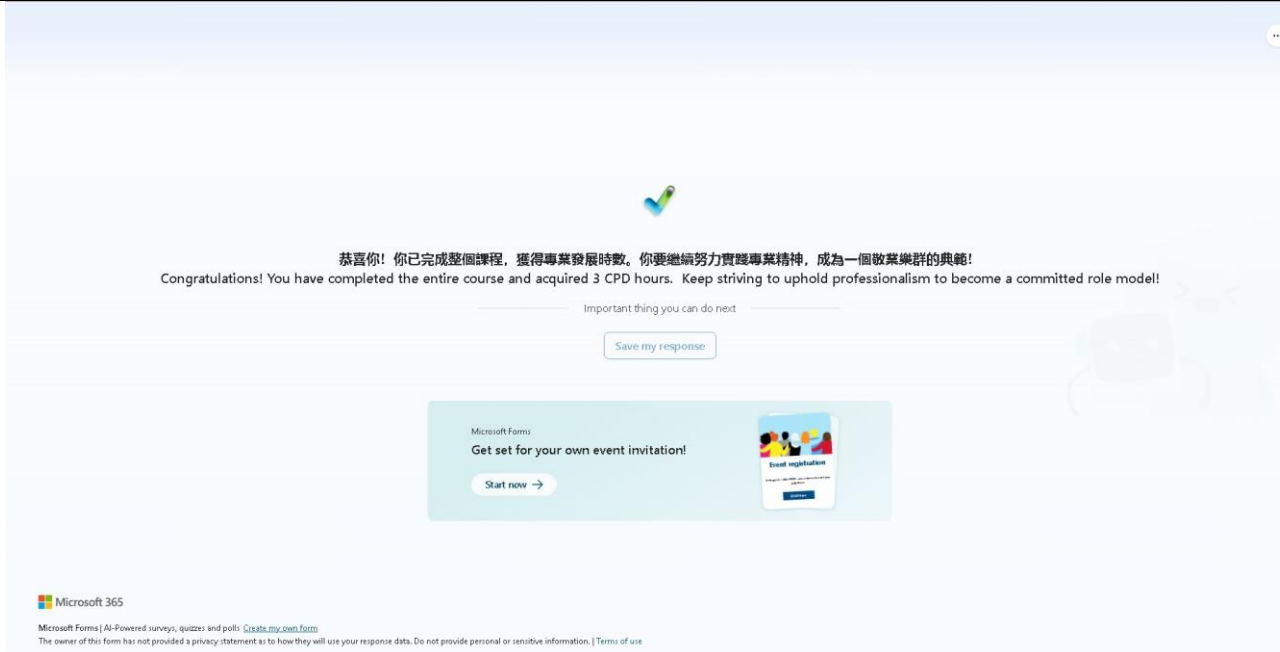


This screenshot shows the same course page as the previous one, but with a red arrow pointing to the 'Evaluation Form' link in the '2 CONTENTS' section. The 'Evaluation Form' is listed as a 'Reference Material'. The progress bar still shows '100% reached' for 'Content Completion'.



Step 13: The course evaluation form will be displayed in a pop-up window. Follow the instructions and complete the evaluation form.

步驟 13: 意見調查表會以彈出視窗顯示。請根據指示完成意見調查表。



恭喜你! 你已完成整個課程, 獲得專業發展時數。你要繼續努力實踐專業精神, 成為一個敬業樂群的典範!

Congratulations! You have completed the entire course and acquired 3 CPD hours. Keep striving to uphold professionalism to become a committed role model!

Important thing you can do next

Save my response

Microsoft Forms

Get set for your own event invitation!

Start now →

Microsoft 365

Microsoft Forms | AI-Powered surveys, quizzes and polls. Create my own form

The owner of this form has not provided a privacy statement as to how they will use your response data. Do not provide personal or sensitive information. | Terms of use



Frequently Asked Questions 常見問題

Log In 登入

1. What should I do if I forgot my Common Log-On (CLO) system account and password?
如已忘記統一登入系統(CLO)用戶名稱和密碼登入，我應該怎樣做？

Please click the “Forgot Username/Password” button on the webpage of Common Log-On (CLO) system to reset your log-in information.

請於統一登入系統(CLO)的頁面上點擊「忘記用戶名稱/密碼」以重設登入資料。

Course 課程

2. How can I save my completion progress? Can I exit the course before completion?
我如何儲存自己的修讀進度？我可否中途離開課程？

You are recommended to finish at least a chapter in one go. Upon completion of a chapter, your progress will be automatically saved. However, if you exit the course before completing a full chapter, you will need to start over in the nearest sub-section next time when you return to the course.

你應一次過完成整個章節。當完成一個章節後，系統會自動紀錄你的修讀進度。如你在完成一個章節前離開課程，當你再次進入課程時，你須於最接近的小節重新開始。

3. How can I obtain CPD hours of Core Training? How will my CPD hours be counted if I cannot complete the course within the course period?

我如何才能獲得核心培訓持續專業發展時數？如我未能於課程舉行期間完成課程，我的持續專業發展時數將如何計算？

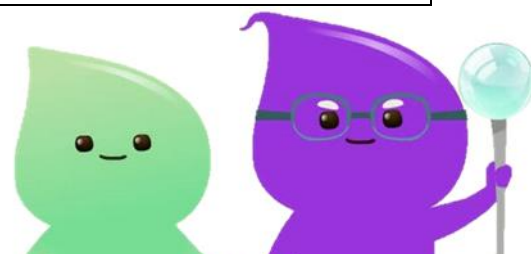
To obtain CPD hours of Core Training, you are required to complete the entire course within the course period (100% of completion progress should be reached on the Learning Management System dashboard). The records of CPD hours of the applicants will be updated within one month of the course end date. If you cannot finish the course within the course period, CPD hours will **NOT** be awarded and you will be required to enrol in the online course again via the [Training Calendar System](#).

你需於課程舉行期間完成整個課程(學習管理系統頁面的修讀進度達100%)，方可獲得核心培訓持續專業發展時數。參加者的持續專業發展時數記錄會於課程完結日期後一個月內更新。未能於課程舉行期間完成課程者，將不會獲得培訓時數，並須自行於[培訓行事曆系統](#)上重新報讀課程。

4. Can I apply for extension if I cannot finish the whole course within the designated course period?
若我未能於指定的課程期間完成整個課程，可否申請延期修讀？

Applicants must ensure they are available during the course period before registering for the course. **Application for extension will NOT be considered.** If you are unable to finish the course within the course period, please enrol again. The Online Course is run on a regular basis. You may check the latest course information on [EDB webpage](#) or the [Training Calendar System](#).

申請人應因應個人的教學工作安排報讀本課程，**任何延期修讀的申請將不獲考慮**。如未能於指定的課程期間完成本課程，須重新報讀。網上課程恆常舉辦，你可查閱上載於[教育局網頁](#)或[培訓行事曆系統](#)上之最新課程資訊。



Control 操作**5. What electronic devices should I use to complete the course?**

我應使用甚麼電子器材進行課程？

You are recommended to use a computer for better user experience.

建議使用電腦瀏覽此網上課程，以獲得較佳體驗。

6. Why do I fail to start the course?

為何我未能開始課程？

You can only access the online course on the Learning Management System during the designated course period. Please check the course period or enrolment status. If you have further enquiries, please email support@elearningpro.com for technical support, or log on to the [Training Calendar System](#) to enquire about the enrolment status.

你只能於指定的課程期間登入學習管理系統進行課程，請檢查課程舉行的日期或取錄情況。如你仍有疑問，請電郵support@elearningpro.com尋求技術支援，或登入[培訓行事曆系統](#)查詢取錄情況。

7. Why does the video in the course stop playing midway?

為何課程中的短片中途停止播放？

You should ensure a stable network connection to your electronic device for smooth operation of the Learning Management System. If the problem persists, please email support@elearningpro.com for technical support.

你應連接你的電子器材到一個穩定的網絡，以確保學習管理系統暢順運作。如問題仍未解決，請電郵support@elearningpro.com尋求技術支援。

8. If there are technical issues (e.g. blank screen, screen keeps loading, failure to save learning progress), how can I deal with them?

如遇上技術問題(例如：空白畫面/畫面不斷載入/未能儲存修讀進度)，我該如何處理？

Apart from network stability, incompatibility of web browsers or operating systems with the Learning Management System may lead to technical problems. Please check your electronic device and other settings with reference to P.14 of this User Guide. If the problem persists, please email support@elearningpro.com for technical support.

除了網絡的穩定性，瀏覽器或操作系統與學習管理系統的相容性亦有可能導致技術問題。請根據本使用手冊第14頁，檢查你的電子器材及其他設定。如問題仍未解決，請電郵至support@elearningpro.com尋求技術支援。



Recommended Web Browsers 建議的瀏覽器

Google Chrome
Mozilla Firefox
Microsoft Edge
Safari

Recommended Operating Systems 建議的操作系統

Microsoft Windows 10 or 11
Apple Mac OS 10.12 or above
Apple iOS 14 or above
Android OS 11 or above

Help Desk 聯絡及支援Technical Support 技術支援

Email 電郵: support@elearningpro.com

Phone 電話: (852) 3795 8989

Course Matter 課程事宜

Email 電郵: ctnjt@edb.gov.hk

Phone 電話: (852) 3509 8774 / 3509 7573

*Please provide your Common Log-On (CLO) system username and contact number in your email to facilitate follow-up actions of our supporting staff.

請於電郵中提供你於統一登入系統(CLO)的用戶名稱及聯絡電話，以便支援人員跟進。



Nurture Learners Today and Leaders Tomorrow

培育今日學生 成就明日領袖

